

Security Incident / Spillage Incident - What to Report:

Suspected or known security breach; office or building break-in; unsecured cabinets, safes or vaults/SCIFs where sensitive unclassified or classified materials is stored, office where classified is stored left unsecured, OPSEC violations, SAEDA, lost or stolen unclassified or classified documents, lost or stolen military equipment, computer virus or hacking attempts, spillage of classified onto lower level computer networks, other incidents of security concern; *immediately report incidents to your unit Security Manager & Information Assurance Manager.*

Incident Report

1. WHEN DID THE INCIDENT OCCUR (DTG):
2. WHERE DID THE INCIDENT OCCUR:
3. WHAT PERSON(S) ARE INVOLVED:
4. WHAT AND HOW DID THE INCIDENT OCCUR:
5. WHAT EQUIPMENT/SYSTEMS ARE INVOLVED:
6. WHAT ACTION(S) DID YOU TAKE TO CONTAIN & REPORT THE SITUATION:
7. TO WHOM & HOW DID YOU REPORT THE INCIDENT:
8. WHAT'S YOUR NAME, PHONE NUMBER, UNIT & EMAIL ADDRESS:
9. REPORT ANY ADDITIONAL PERTINENT INFORMATION: